

### *Others you may want to contact...*

- ☐ Family members
- ☐ Children's school or daycare, especially if they will be absent a few days
- ☐ Employers/employees that are expecting you at work
- ☐ If you move, notify the post office to reroute your mail
- ☐ Cancel or reroute newspaper, magazine subscriptions
- ☐ Any other routine pick up or delivery that may need to be cancelled or rerouted
- ☐ Banks, Credit Unions, or Mortgage Brokers
- ☐ Dry cleaners to remove smoke, odor, or stains from clothes/draperies
- ☐ Physicians if you believe medicines were lost or damaged by a fire

*TIP: Any food, beverage, or medicines exposed to heat should not be consumed!*

*TIP: Cold freezers can typically keep foods frozen for up to 24 hours. Refrigerators are not likely to keep foods cold.*

*TIP: To assist in removing smoke odor from your home, you may place saucers of household vinegar, vanilla, or activated charcoal throughout your home.*

## FIRE REPORTS

You can obtain a copy of the fire report from the Murfreesboro Fire & Rescue Department Administration Office located at 220 NW Broad Street. Please call ahead to request the report (615) 893-1422.

Please note that it may take several days to complete a fire report.

### **Documents and Records Checklist**

- |  |   |
|--|---|
| <input type="checkbox"/> Birth Certificates      | <input type="checkbox"/> Marriage/Divorce Papers                |
| <input type="checkbox"/> Passports               | <input type="checkbox"/> Prepaid Burial Contracts               |
| <input type="checkbox"/> Driver's Licenses       | <input type="checkbox"/> School Records                         |
| <input type="checkbox"/> Social Security Cards   | <input type="checkbox"/> Title to Deeds                         |
| <input type="checkbox"/> Citizenship Records     | <input type="checkbox"/> Military Discharge Papers/ID Cards     |
| <input type="checkbox"/> Credit Cards            | <input type="checkbox"/> Stocks & Bonds                         |
| <input type="checkbox"/> Checkbooks/Statements   | <input type="checkbox"/> Automobile Titles                      |
| <input type="checkbox"/> Medical Records         | <input type="checkbox"/> Warranties                             |
| <input type="checkbox"/> Medical Insurance Cards | <input type="checkbox"/> Wills                                  |
| <input type="checkbox"/> Insurance Policies      | <input type="checkbox"/> Bank Books                             |
| <input type="checkbox"/> Income Tax Records      | <input type="checkbox"/> Payment Books                          |
|  | <input type="checkbox"/> Animal Registration papers/Vet records |

### **Copies of Birth, Marriage, Death Certificates (Rutherford County only): County Clerk's Office**

(615) 898-7800

### **Replacement Driver's License**

Local: 1035 Samsonite Blvd.

Online:

[www.tn.gov/safety/driverlicense/dlduplicate.shtml](http://www.tn.gov/safety/driverlicense/dlduplicate.shtml)

### **Social Security Documents**

Local: 1-866-593-3112 (2836 Saint Patrick Ct.)

Online: [www.ssa.gov/ssnumber](http://www.ssa.gov/ssnumber)

**If you would like to place a special watch on your residence while it is unoccupied, you may contact Police/Fire Dispatch (615) 893-1311.**

## City of Murfreesboro



## Murfreesboro Fire & Rescue Department

# POST-INCIDENT CARE GUIDE

*When a fire occurs in your home...do you know what to do next? We do, let us help!*



Photo Courtesy of Daily News Journal

**Administration Office  
220 NW Broad Street  
615-893-1422**



## *The City cares...*

A fire can be a very traumatic experience. The City of Murfreesboro Fire & Rescue Department and City Administration created this brochure to provide you with some helpful information and tips you may find useful in your time of crisis.

We want to remind you that you are never alone. MFRD Firefighters are always on duty and ready to serve YOU! Please don't hesitate to reach out if you need us.



**You may contact us at (615) 893-1422 or (615) 849-2629.**

## *First Things First...*

**INSURED:** Contact your insurance company right away. If you are renting or leasing the property, you should also contact the owner so they may contact the insurance company to assist them in securing the property.

**UNINSURED:** Contact your family lawyer or the Internal Revenue Service for instructions. You may be eligible for casualty loss.

*For Assistance with shelter, food, clothing, emotional counseling, etc., please contact the American Red Cross (615) 893-4272 or Salvation Army Kentucky/Tennessee Division (502) 583-5391.*

## *What to do next...*

### **If you must leave your home...**

Take valuables with you. The most important items could be: legal documents, identification, vital medicines, eye glasses, hearing aids, jewelry, credit cards, checkbooks, insurance policies, money, photos, and anything else of great importance to you.

*TIP: Be sure to let safes cool before opening because they may still be hot to the touch.*

### **Contact Murfreesboro Building and Codes Department**

If the meter was pulled to your home, you will be unable to stay there until the house is inspected by the City of Murfreesboro Building and Codes Department.

The Codes Department will assess any structural damage and instruct the homeowner what needs to be repaired or removed from the home. The inspector will inform the homeowner of the step-by-step process for rebuilding and/or remodeling. To request an inspection of your home, call Murfreesboro Building & Codes at (615) 893-3750.

### **Loss of Power & Other Utilities**

It is common for the fire department to cut off gas and electricity. Your utilities will remain off until the respective companies deem it safe to turn back on. **DO NOT TURN THEM BACK ON YOURSELF.**

Murfreesboro Electric Dept.	(615) 893-5514
Middle Tennessee Electric	(615) 890-9762
Consolidated Utility District	(615) 893-7225
Murfreesboro Water & Sewer	(615) 893-1223
Atmos Energy	1-866-322-8667



**All electrical repairs must be made by a City of Murfreesboro licensed and approved electrician!**

**DO NOT OPERATE WET ELECTRICAL APPLIANCES** until you have a certified service technician check them!

*TIP: If your power remains off, you may want to contact a neighbor, friend, or family member to store your refrigerated items.*

### **Fire/Water Restoration Companies**

There are several local companies that specialize in fire and water restoration. Your insurance carrier may be able to refer you to a company. If not, you may find these companies in the Yellow Pages.



### **Missing Pets**

Contact PAWS at (615)-898-7740  
Website: [www.rutherfordcountytg.gov/paws/index.htm](http://www.rutherfordcountytg.gov/paws/index.htm)

